



CPP30411 Certificate III in Security Operations

Course Duration: 6 – 48 Months

Venue: **OnRoad OffRoad Training Complex**
24 Jackson Street, Glenorchy 7010

Investment: * Depending on funding / POA

ENTRY REQUIREMENTS

Must be 18 years of age or older.

Applicants should have sufficient Language, Literacy and Numeracy (LLN) skills to read and understand organisational policies and procedures, write reports and communicate with others in plain English.

PURPOSE:

This training aims to provide persons with the extra skills and knowledge required to take the next step in their career. This could include a move into a Supervisory/Managers role and security risk management, or to advance beyond those holding similar qualifications and becoming more professional in their field of expertise.

WHAT WILL YOU GAIN?

You will gain an in depth understanding of the security industry including but not limited to: Workplace Health and Safety, Communication Skills, Conflict Resolution Skills, Team Work, Interpretation of Legal and Procedural Requirements, and How to respond to a determine a response to a Security Risk Situation.

TRAINING

The Training will be delivered by an experienced and qualified trainer, face to face.

You will have a mix of off-the-job (learners guide) and on-the job (trainer and supervisor instruction) training.

The training follows a specifically prepared delivery plan.

ASSESSMENT

Assessments will be conducted using a theory and practical assessment tool.

The assessor will inform you of each of the assessments prior to them being conducted.

Examination - A written test will be conducted to gather evidence of knowledge competency consisting of questions to which a high level of accuracy will be required



RECOGNITION OF PRIOR LEARNING

An interview will be conducted with a trainer and assessor. Questions will be asked to question and determine your level of competence.

You will need to demonstrate practical experience of operating as a security Officer. This experience will need to include the skill required for each unit of competency. This can be demonstrated by supplying Third Party Reports, Resumes, details of previous jobs completed which are relevant to a unit of competency.

If gaps are identified, training and assessment will be conducted to fill those gaps.

WHAT QUALIFICATION WILL I RECEIVE?

On successful completion of the course you will be awarded with

Qualification – CPP30411 Certificate III in Security Operations:

- BSBFLM303C Contribute to effective workplace relationships
- BSBWOR301A Organise personal work priorities and development
- CPPSEC3001A Maintain workplace safety in the security industry
- CPPSEC3002A Manage conflict through negotiation
- CPPSEC3003A Determine response to security risk situation
- CPPSEC3005A Prepare and present security documentation and reports
- CPPSEC3006A Coordinate a quality security service to customers
- CPPSEC3007A Maintain security of environment
- CPPSEC3012A Store and protect information
- CPPSEC3013A Control persons using empty hand techniques
- CPPSEC3020A Monitor security from control room
- CPPSEC3021A Maintain and use security database
- CPPSEC2011B Control access to and exit from premises
- CPPSEC2018A Monitor electronic reporting facility

This program is nationally recognised.



TERMS AND CONDITIONS

Payment of Fees/Refunds: What if you Cancel/Transfer, What if we Cancel/Transfer?

Payment of Fees

Fees are required to be paid prior to the commencement of courses as per our Fees and Refund Policy. A deposit of 50% of the course fee is payable at time of enrolment with the balance payable prior to the commencement of the course.

Our Cancellation/Transfer

Whilst we always endeavor to run scheduled courses we reserve the right to cancel or defer a course.

- In the event of occurring cancellation all fees can be refunded or you may elect to transfer to a course that will run at a later date.
- **Your Cancellation/Transfer**
- If you are unable to attend a course, you may elect to re-schedule for that course, but only within 14 days of the original course date.
- We will only allow two (2) such transfers before an administration fee equivalent to 50% of the course fee value will be charged.
- If you cancel more than seven days prior to the course you may request to have any monies paid refunded in full or you may elect to be transferred to an alternative course with an administration fee adjustment.
- If you cancel less than seven days prior to the course you will be charged a 50% (course fee) cancellation fee.
- Should you not attend training/assessment a 100% cancellation fee, or loss of deposit, will apply.

Refunds

All applications for refund must be made in writing using the Refund Request Form. This form will then be provided to the Training Manager, or their delegate who will consider the request in line with the RTO's policy and procedure.

You will need to attach supporting evidence (e.g. Doctor's Certificate / hardship) as is deemed appropriate with the written request.



PRE-ENROLMENT INFORMATION

For pre enrolment information please request a copy of the Onroad Offroad Training Student Handbook for information concerning training and assessment processes, access and equity matters, recognition of prior learning, LLN issues, responsibility of students, certificates and qualifications, government funding subsidies, appeal processes and confidentiality of student information.

**For further information and course dates, please contact
1300 732 377 (8:30 – 5:00 Monday to Friday)**